RJ Reynolds
Tobacco Company

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TO: All RSMs, AMOs, AEs, KAMs, AMs and ROUs

Subject: McLane Private Label Changes

When McLane obtains a customer with an RJR private label or an existing customer takes on an RJR P/L the following information must be communicated to Kent Brock.

P/L Brand Name
Chain Name and Chain ID
McLane divisions involved
Item case, carton and pack UPCs (if new item for McLane)
List price
Off invoice per carton
Date available at public warehouse
Ship date to McLane
Ship date to retail
Verification of product forecast communicated to customer service (to include billing and off invoice information)

If there is an off invoice change with a P/L at McLane the following information must be communicated to Kent Brock:

P/L Brand Name
Chain Name and Chain ID
McLane divisions involved
Present off invoice
New off invoice
Date to initiate change

Kent Brock will obtain on hand inventory quantities and request a check from customer service to be paid from the chain accrual fund.

If there are any questions, please call.

Paul A. Letourneau

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Source: https://www.industrydocuments.ucsf.edu/docs/mtvn0000